



Village of Trumansburg  
**Zoning and Building Code Enforcement**  
Ed Hetherington: Zoning/Code Enforcement Officer  
Bill Baker: Code Enforcement Officer  
56 East Main Street  
Trumansburg, NY 14886  
607-387-6501

## Zoning and Building Permit Application

### The Process

A building permit is required for: Building, remodeling, renovation or demolition of any structure except for an accessory building (shed) less than 100 Square Feet, unless it has at least one of the following, electric, water or heat. Replacing a roof (even if only shingles are removed) requires a Permit. Replacing or new installation of electric, plumbing, heating and any supporting wall or post in the structure requires a Building Permit. (Replacing a water heater does not require a Building Permit.) The installation of a Solid Fuel Burner (Wood, Gas, Corn, Pellet, or other fuel type) requires a Permit. [A residential cooking stove or residential clothes dryer replacement does not require a Building Permit] Swimming pools, Hot tubs and SPAS require a Building Permit. Decks require a Building Permit.

Mobile Home or Manufactured Home in a park or private land: Removing, demolition or installation of a new or used MH requires a Building Permit. Any work requiring the transporting, moving, installation or structural repair of a home requires a Building Permit. All of this work must be done by a New York State Certified individual. We must have proof of NYS Certification.

No Building Permit shall be issued without proof of New York State Workers Compensation or a New York State Workers Compensation Exemption Certificate. Accord Forms are Not Acceptable.

All applications will go thru a Zoning process then if approved, the application goes to the Building and Code Officer(s).

No construction or excavation may start prior to the issuance of the Building Permit unless verbally authorized by the Building and Code Officer(s). This is at the approval of the Building and Code Officer(s) option. A Permit may take up to 15 business days to be issued.

**Time Frame: A period of 15 business days may be needed for the various approvals. Do not plan on starting work prior to approval. Some Zoning requirements may require a meeting.**

We do need information on the project you are planning. Talk to us concerning stamped plans and other requirements such as Fees and Variances if needed.

If you need help with the application process, please let us know. **No work is to start before the permit is issued. It may take at least 15 business days before the permit may be issued.**



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## Zoning and Building Permit Application

Date Submitted: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

**Address of WORK LOCATION:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Special Use Permit Required?: \_\_\_\_\_ Reason: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Owner's Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of all work to be done:

\_\_\_\_\_  
\_\_\_\_\_

**YOU MUST CONTACT DIG SAFELY NEW YORK AT PHONE # 811 SO THAT ALL SERVICES ON YOUR PROPERTY ARE MARKED BEFORE AN DIGGING MAY BE DONE. THIS A FREE SERVICE.**

**Dollar Value of Project:** \$ \_\_\_\_\_ **(Includes materials and cost of labor as if a contractor did the work.)**

Name of **General Contractor:** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contractor's Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Contractor's E-mail address:** \_\_\_\_\_



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Approximate Project Start Date \_\_\_\_\_ Finish Date: \_\_\_\_\_

List of contractors working on your project

**All insurance must list “The Village of Trumansburg” as  
“ADDITIONAL INSURED” and address location of work must be listed.**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

Liability Insurance Carrier and Policy # form attached?: \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

Liability Insurance Carrier and Policy # form attached?: \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of work doing: \_\_\_\_\_

\_\_\_\_\_

Liability Insurance Carrier and Policy # form attached?: \_\_\_\_\_

**Contractor must provide a certificate of insurance for Workers Compensation and NYS DBL**



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## Plot Plan

Diagram

I, Hereby Certify that the structure for which this Permit will be issued, or has been issued, will be built or has been built, according to the latest Standards of the New York State Uniform Fire Prevention and Building Code, and FURTHER, **I HEREBY CERTIFY that the required inspections will be requested and scheduled, with 48 hours notice.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_



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**Permit Fees:**

**Building Review Fee:** \$ \_\_\_\_\_

**Zoning Review Fee:** \$ \_\_\_\_\_

**TOTAL FEE FOR PERMITS:** \$ \_\_\_\_\_

Paid on: \_\_\_\_\_

CHECK #: \_\_\_\_\_

CASH: \_\_\_\_\_

Received By: \_\_\_\_\_

Field Checked: \_\_\_\_\_ By: \_\_\_\_\_

Structure Classification: Principal **Accessory** Other: \_\_\_\_\_

Minimum Setback Requirements:

Front: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. **N/A**

**Zoning Notes:**

It is hereby certified that the attached Building & Zoning Permit Application for the property located at \_\_\_\_\_, Parcel # \_\_\_\_\_ conforms with all applicable provisions of the Village of Trumansburg Zoning Ordinance.

**APPROVED BY:**

**DATE APPROVED:**

\_\_\_\_\_  
Ed Hetherington, Zoning Officer

Date Forwarded to Code Enforcement Official for Final Review: \_\_\_\_\_

IF Zoning Approval is NOT APPLICABLE, Zoning Officer must initial here: \_\_\_\_\_

IF DENIED—Reason for denial and right of appeal will be stated in above Zoning Notes



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## Required Documents for Building Permit

- \_\_\_\_\_ 1] Completed Zoning and Building Permit Application
- \_\_\_\_\_ 2] Rough Drawings if it applies
- \_\_\_\_\_ 3] Stamped Architect /PE Drawings if it applies
- \_\_\_\_\_ 4] Proper FEE (See schedule)
- \_\_\_\_\_ 5] BP-1 if it applies (Homeowners WC)
- \_\_\_\_\_ 6] CE-200 if it applies (Contractor's WC Exemption form)
- \_\_\_\_\_ 7] Worker Comp forms if needed (Contractors)
- \_\_\_\_\_ 8] Site Plan Review if needed
- \_\_\_\_\_ 9] Planning Board Meeting if needed
- \_\_\_\_\_ 10] ZBA Meeting or Variance Meeting if needed
- \_\_\_\_\_ 11] Pre-site Zoning/Code Officer visit
- \_\_\_\_\_ 12] Date Zoning Approved by Zoning Officer \_\_\_\_\_
- \_\_\_\_\_ 13] Date Permit Issued \_\_\_\_\_
- \_\_\_\_\_ 14] Date Lead/Asbestos Information given to applicant \_\_\_\_\_
- \_\_\_\_\_ 15] Dig Safely Information: Dial 411 for information/application
- \_\_\_\_\_ 16] Fire Alarm needed? \_\_\_\_\_
- \_\_\_\_\_ 17] Sprinkler System needed? \_\_\_\_\_
- \_\_\_\_\_ 18] Kitchen Fire Suppression System needed? \_\_\_\_\_
- \_\_\_\_\_ 19] Area Zoned as: \_\_\_\_\_
- \_\_\_\_\_ 20] Special Use Permit needed? \_\_\_\_\_
- \_\_\_\_\_ 21] Change of use needed? \_\_\_\_\_
- \_\_\_\_\_ 22] Operation Permit needed? \_\_\_\_\_
- \_\_\_\_\_ 23] Asbestos Requirements needed? \_\_\_\_\_ (If structure built before 1978)
- \_\_\_\_\_ 24] Lead Requirements needed? \_\_\_\_\_ (If structure built before 1978)

The Village of Trumansburg Code Enforcement Officer may require additional information or documents.



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## Important Permit Application Information:

**Read before signing**

1. Work conducted pursuant to a building permit must be visually inspected by the Zoning and Code Enforcement Officers and must conform to the New York State Fire Prevention and Building Code, the Zoning Code of The village of Trumansburg, and all other applicable codes, rules or regulations.
2. It is the owner's or authorized agent's responsibility to contact the Code Enforcement Office at the above listed phone numbers at least 48 hours before the owner wishes to have an inspection conducted. More than one inspection may be necessary. This is especially true for "internal work" which will be eventually covered from visual inspection by additional work (i.e. electrical work to be covered by a wall) **DO NOT PROCEED TO THE NEXT STEP OF CONSTRUCTION IF SUCH "INTERNAL WORK" HAS NOT BEEN INSPECTED.** Otherwise, work may need to be removed at the owner or contractor's expense. Close coordination with the Code Enforcement Office will greatly reduce this possibility.
3. OWNER HERBY AGREES TO ALLOW the Code Enforcement Office to inspect the sufficiency of the work being done pursuant to this permit, **provided however, that such inspection(s) is (are) limited to the work being conducted pursuant to this permit and any other non work-related violations which are readily discernible from such inspection(s).**
4. New York State law requires contractor's to maintain Worker's Compensation and Disability Insurance for their employees. **No permit will be issued unless a currently valid Worker's Compensation and Disability Insurance Certificates are attached to this application or are on file with the Village of Trumansburg Code office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete the following form: CE200 attached hereto. All contractors working on the job** must provide the above information. A homeowner must complete BP-1 (3/99) if involved in construction.
5. A Certificate of Occupancy or Certificate of Completion is required, the structure shall not be occupied until above certificate has been issued.
6. Work undertaken pursuant to this permit is conditioned upon and subject to any state and federal regulations relating to ASBESTOS and LEAD material.
7. This permit does not include any privilege of encroachment in, over, under, or upon any street, road or right-of-way.



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8. The following documents must be submitted with this application:

a] This application

b] The proper fee

c] The drawings and/or STAMPED PLANS. Stamped plans are required for any project \$20,000 or more in value OR at the request of the Code Enforcement Officer who has the final authority for this determination. If project value is \$18,000 or \$19,000 range, project cost will be closely looked at as many projects end up with higher costs or add ons at some time/place during the project.

d] A written explanation of project.

e] Must meet all Zoning requirements or may have to go before either the Planning Board or the Zoning Board of Appeals. This usually results in delay of the start of the project.

(Note Zoning is found on the Village of Trumansburg website.)

9. The building permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

10. All work shall be performed in accordance with the construction documents submitted and accepted as part of the application. The Village of Trumansburg Code Enforcement Office shall be notified immediately in the event of changes occurring during construction.

11. I understand that this one application will be used to obtain a Zoning Permit, Building Permit, Manufactured Home Permit, Solid Fuel burner Permit or any other permit issued by an office of the Village of Trumansburg will be a different permit form. However, certain classifications of projects may require additional applications and/or permits [Operating Permit and/or Special Use Permit] to be obtain and understand that I will be instructed by the Zoning Officer or Code Enforcement Official when these may be required.

I, [REDACTED], the above-named applicant, hereby attest that I am the lawful owner of the property described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

**X**

Date: \_\_\_\_\_





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## Zoning/Building Permit Fees Structure

**Zoning Fees are included**

**Value of Improvement**      **Residential**   **Multi Res**   **Mixed Res**   **Commercial**   **Mixed Use BLD**

\$1	To	\$5,000	\$50	\$75	\$75	\$150	<b>Use Commercial</b>  <b>Value and Add</b> <b>Residential</b> <b>Value Together.</b>  <b>Mainly for</b> <b>Downtown</b> <b>Commercial</b> <b>Area.</b>
\$5,001	To	\$10,000	\$75	\$100	\$100	\$175	
\$10,001	To	\$20,000	\$95	\$120	\$120	\$195	
\$20,001	To	\$30,000	\$115	\$140	\$140	\$215	
\$30,001	To	\$40,000	\$145	\$170	\$170	\$245	
\$40,001	To	\$50,000	\$175	\$200	\$200	\$275	
\$50,001	To	\$100,000	\$225	\$250	\$250	\$325	
\$100,001	To	\$150,000	\$325	\$350	\$350	\$425	
\$150,001	To	\$250,000	\$425	\$450	\$450	\$525	
\$250,001	To	\$500,000	\$625	\$650	\$650	\$725	
\$500,001	To	\$1,000,000	\$825	\$850	\$850	\$925	
\$1,000,001	To	\$2,500,000	\$1,275	\$1,300	\$1,300	\$1,375	
\$2,500,001	To	\$5,000,000	\$2,275	\$2,300	\$2,300	\$2,375	
\$5,000,001	To	\$10,000,000	\$3,525	\$3,550	\$3,550	\$3,625	
\$10,000,001	To	\$20,000,000	\$4,525	\$4,550	\$4,550	\$4,625	

For higher Building Values Contact Code Enforcement Officer.

Mixed Occupancy Buildings; Fee for Commercial floor is commercial fee and apartment fees are residential and are added together

If a RENEWAL of a CURRENT permit is needed, it must be submitted before present permit expires and the cost will be ½ of original fee.

Demolition fees are the same as above chart.

Heating Devices (Wood, Pellet, Corn, Gas, Coal, LP, and other fuels:): **\$30.00 each**.

Version 10-4-2011EH



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Boiler and Furnace replacement: \$50.00 each. (Permit not needed for replacement of a water heater, cooking stove or clothes dryer.)

Swim Pools in-ground or above ground pools and Hot Tubs: \$50.00 (Includes Zoning & fencing if needed.)

Village owned property: no fees charged, but permit must be obtained for record keeping purposes.

**Fire Safety Inspections for Places of Assembly and Businesses**

Churches: \$25.00. All other Places of Assembly: \$35.00. (unless Operating Permit is required)

Business & Multi-Use Buildings: Fire Safety Inspection: \$35.00

**OPERATING PERMITS**: Includes Fire Safety Inspection and must pass Fire Safety Inspection. \$40.00

Operating Permits Required for: **Annual Inspection for the following**: Restaurants (All food and drink serving establishments), night clubs, Clubs, Fraternal Organizations, Golf Course Clubhouse, Movie Theaters, Bed & Breakfast, Daycare and private schools, Places with high hazards and places of high hazard storage.

**Required Inspection every two (2) years**: Apartment houses, Rooming Houses.

**Consistent Violators may be required to have Annual Inspections at option of Code Official.**

Annual Manufactured Home Park Application Fee:

<u>NUMBER OF UNITS</u>	<u>PERMIT FEE</u>
1-4	\$25.00
5-9	\$50.00
10-24	\$100.00
25-49	\$200.00
50-100	\$400.00
Over 100	Number of Units times (X) \$4.00

Building Permits are required for each MH removed and/or replaced or added to MHP

MHP Supplemental Application Fee: (For adding additional lots to park) see above Schedule.



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## ZONING FEE SCHEDULE

All checks must be made payable to "Village of Trumansburg"

Cash will go directly to the Village Clerk

### ZONING FEES as follows:

- 1) **Zoning Review of All Building Permit Applications:** \$25 Included in Building Permit Fee
- 2) **Sign Permit:** \$25 + \$1 per square foot of signage
- 3) **Zoning Board of Appeals Application:** \$50
- 4) **Planning Board Application:** \$50
- 5) **Subdivision Application:** \$50
- 6) **Special Use Permit:** \$50 (See Zoning Officer)



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**Comments if needed:**

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Before you dig; You must call DIG SAFELY NEW YORK CALL 811